## REQUEST FOR ACCESS TO NSROC III DOCUMENTS CONTAINING EXPORT CONTROLLED ITAR AND SBU INFORMATION

Receipt and use of NSROC III documents containing export controlled ITAR information is restricted to U.S. Citizens and/or U.S. Permanent Residents with a Green Card.

The NSROC III documents containing export controlled ITAR information fall under two security requirements: International Traffic in Arms Regulations (ITAR) as defined in NPR 2190.1, "NASA Export Control Program", and Sensitive But Unclassified (SBU) regulations as defined in NPR 1600.1, "NASA Security Program Procedural Requirements". As a recipient and user of these documents you are required to comply with these requirements.

Users of NSROC III documents containing export controlled ITAR information need to be aware of their responsibility to the sensitivity and protection requirements of ITAR and SBU documentation. Users handling this documentation shall limit its access to authorized users only (U.S. Citizens and/or a U.S. Permanent Resident with a Green Card). When unattended, this documentation must be stored in a locked file cabinet, locked desk drawer, a locked credenza, or similar locked compartment. It can also be stored in a room or area that has sufficient physical access control measures to afford adequate protection and prevent unauthorized access by unauthorized users. Emails shall not contain ITAR or SBU information. ITAR or SBU information can only be transmitted via first class mail, courier, encrypted FTP, encrypted HTTP, or secure fax.

ITAR and/or SBU documentation that is no longer needed shall be removed from IT systems. Hard copy materials shall be destroyed by shredding, burning, pulping, pulverizing, or destroyed in other similar methods that preclude unauthorized disclosure. Electronic storage media shall be sanitized appropriately by overwriting or degaussing, or non-recoverable encrypted deletion.

Contact Randy J. Belew, Goddard Space Flight Center (GSFC) Contracting Officer by telephone at 301-286-6204, or by e-mail to randy.j.belew@nasa.gov, if you have any questions concerning this form or anything else pertaining to the NSROC III procurement.

By requesting access to NSROC III documents containing export controlled ITAR information, you are acknowledging that you accept responsibility that any further distribution of this information, whether within your company or to potential suppliers or subcontractors, is performed within the restrictions of ITAR.

## **ACKNOWLEDGEMENT STATEMENT**

Unauthorized use of the documents containing export controlled ITAR information to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that individuals provided access to these documents and information must comply with the relevant US export control laws and regulations. I understand that my misuse of these documents and information may constitute grounds for administrative action and/or civil or criminal prosecution.

Your company's security department shall provide a certification on company letterhead to the Contracting Officer that the identified person requesting access to these documents is an employee of the company and either a US citizen or lawful US permanent resident with a green card. The completed and signed access request form and the certification on company letterhead shall be submitted at the same time.

Last Name	First Name	Middle Initial	
Telephone No.	Email Address		
Organization/Company Name			
Business Mailing Address (include B	uilding and Room Number)		
[]Yes []No	[ ] Yes, Expiration Date:	[ ] No	
U.S. Citizen	If not a U.S. citizen, are you a permanent resident (Green Card Holder)		
User Signature	Date		
Contracting Officer Signature	Date		